

EDITED KSAPC LISTING

CLASSIFICATION: PRISON CANTEEN MANAGER II

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
<i>Knowledge of:</i>	
K1.	Working knowledge of methods and practices of purchasing to ensure accuracy and timely receipt of product.
K2.	Advance knowledge of methods and practices of merchandising to ensure a high volume of sales and maintain a smooth operation of the canteen.
K3.	Advance knowledge of methods and practices of sales to ensure a high volume of sales, fulfill demands of the inmates and maintain a smooth operation of the canteen.
K4.	Advance knowledge of methods and practices in receiving merchandise to maintain adequate inventory.
K5.	Advance knowledge of methods and practices in storing merchandise to protect against losses (i.e., theft, spoilage, etc).
K6.	Advance knowledge of methods and practices in accounting for merchandise to protect against losses (i.e., theft, spoilage, etc) ensuring a reasonable profit margin.
K7.	Working knowledge of methods and practices in managing budget allotments to ensure adequate funding for Inmate Welfare Fund (IWF) functions.
K8.	Working knowledge of principles and practices of supervision to ensure that proper policies and procedures are followed.
K9.	Working knowledge of the Departments Operations Manual (DOM) and title 15 to ensure that departmental guidelines are followed.
K10.	Working knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

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Ability to:	
A1.	Ability to plan staffing needs in a prison canteen, including inmate assistants to effectively run canteen operation.
A2.	Ability to organize staffing needs in a prison canteen, including inmate assistants to effectively run canteen operation.
A3.	Ability to direct staff in a prison canteen, including inmate assistants to effectively run canteen operation.
A4.	Ability to anticipate merchandise, stocks and supplies needed to operate a profitable prison canteen.
A5.	Ability to estimate merchandise, stocks and supplies needed to operate a profitable prison canteen.
A6.	Ability to establish effective working relationships (i.e., custody, administration, inmates, etc.) in the work place.
A7.	Ability to maintain effective working relationships (i.e., custody, administration, inmates, etc.) in the work place.
A8.	Ability to keep accurate records in association with staff and canteen related activities (i.e., sale, receipts) for budget and audit purposes.
A9.	Ability to prepare reports to maintain accurate and concise records and to determine canteen needs.
A10.	Ability to promote socially acceptable behavior among inmates or youthful offenders to maintain safety and security of the institution.
A11.	Ability to analyze security issues and take effective action when appropriate to ensure that policies and procedures are followed according to departmental guidelines.
A12.	Ability to effectively contribute to the Department's Equal Employment objectives to ensure a diverse representation of the workforce.

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Skill to:	
S1.	Skill to operate materials handling equipment (i.e., forklift, pallet jack, etc.) to ensure that materials management guidelines are met.
S2.	Skill to reasonably maintain sufficient strength to perform during stressful situations encountered on the job without compromising own health and well being or that of fellow employees, inmates and youthful offenders.
S3.	Skill to reasonably maintain sufficient agility to perform during stressful situations encountered on the job without compromising own health and well being or that of fellow employees, inmates and youthful offenders.
S4.	Skill to reasonably maintain sufficient endurance to perform during stressful situations encountered on the job without compromising own health and well being or that of fellow employees, inmates and youthful offenders.
S5.	Skill to learn Windows based Software and related programs in order to maintain daily reports.

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Personal Characteristics:	
PC1.	Sympathetic understanding of persons under restraint to ensure smooth operation of the canteen and the employees (inmates, youthful offenders and staff) wellbeing.
PC2.	Objective understanding of persons under restraint to ensure smooth operation of the canteen and the employees (inmates, youthful offenders and staff) wellbeing.
PC3.	Tact in dealing with employees (inmates, youthful offenders and staff), the public and institution administration to ensure smooth operation of the canteen.
PC4.	Poise dealing with employees (inmates, youthful offenders and staff), the public and institution administration to ensure smooth operation of the canteen.
PC5.	Confident in personal abilities to run and operate a successful canteen.
PC6.	Emotional stability dealing with employees (inmates, youthful offenders and staff), the public and institution administration to ensure smooth operation of the canteen.